

Human Resources Director



ABOUT WSIB:

The Washington State Investment Board invests and manages entrusted funds in a manner consistent with statute, regulations, Board policies, and the highest standard of professional conduct for the exclusive benefit of the fund beneficiaries.

Why work at WSIB?

We are a small state agency, employing 80 people in the areas of investments, information services, accounting and finance, and office/clerical support. We also employ management and supervisory professionals. Our environment is dynamic, professional, and technologically savvy.

We are located in Olympia, on the southernmost tip of Puget Sound. Olympians enjoy a quality of life enhanced by natural beauty and a mild year-round climate that promotes outdoor activities such as skiing, sailing, fishing, hiking, kayaking, and mountain climbing. Its close proximity to Seattle provides a variety of cultural and culinary experiences, while its residents enjoy a lower cost of living. Within a two-hour drive from Olympia are the Pacific Ocean, the Cascade and Olympic Mountains, and Seattle.

POSITION: Human Resources Director
SALARY: \$61,235 - \$109,140 yr, DOQ
LOCATION: Olympia, Washington
OPENS: August 4, 2010
CLOSES: Open until position is filled.

The Washington State Investment Board (WSIB) is seeking candidates to fill a Human Resources Director position. This is a full time exempt position reporting to the Chief Operating Officer/Chief Financial Officer. The HR Director plans and directs the functions of the HR office and provides human resources strategic planning and management expertise to executive management and other agency managers. A successful candidate will work effectively as a team member; exhibit good interpersonal skills; effectively handle uncomfortable or confrontational situations; be objective, impartial, consistent, and firm (when needed); and demonstrate ethical behavior in all aspects of the job.

ESSENTIAL ACTIVITIES:

- ❖ Provides senior staff support in the areas of personnel administration; staff development and training; affirmative action; reasonable accommodations; ethics and code of conduct compliance; and employee risk management.
- ❖ Responsible for consistent application of state personnel rules and agency policies; and state and federal employment laws.
- ❖ Manage the agency's recruitment services for exempt and classified positions.
- ❖ Coordinate training and employee development activities for staff and managers.
- ❖ Manage a biennial salary survey for Investment Officer positions.
- ❖ Serve as a member of the agency's Job Value Assessment team to determine appropriate level for Washington Management Service positions.
- ❖ Serve as a member of the agency's Performance Based Practices Committee impacting all classified positions.
- ❖ Serve as agency expert on human resources policies and principles with significant influence of workforce management issues.
- ❖ Manage the agency's employee recognition program; and the safety and wellness activities for staff.

DESIRED QUALIFICATIONS:

- ❖ Bachelor's degree with major study in human resources development/management or closely allied field, and six years of professional and/or managerial human resources experience. Qualifying experience may substitute for the education on a year for year basis.
- ❖ Working knowledge of the public sector environment, personnel rules, and state ethics laws.
- ❖ Strong verbal and written communication skills, with demonstrated ability to write/edit formal policies and procedures; reports; and quasi-legal documents.
- ❖ Ability to effectively present research, survey, and analytical findings, and propose rational recommendations; and interpret state personnel rules, and provide consistent application of policies

WSIB OFFERS:

- ❖ Opportunities for training, growth and advancement;
- ❖ Tuition reimbursement;
- ❖ A comprehensive benefits package;
- ❖ Membership in the Public Employees' Retirement System; and
- ❖ Opportunities to participate in the Deferred Compensation and Dependent Care Assistance Programs.

The Washington State Investment Board is an equal opportunity employer. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, and disabled and Vietnam era veterans are encouraged to apply. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Shelley Hager, Acting Human Resources Director at (360) 956-4732 or fax (360) 956-4787, or via email to shager@sib.wa.gov

and procedures.

- ❖ Ability to provide a balanced perspective when problem solving and counseling agency managers and staff.

EXPECTED COMPETENCIES:

- ❖ Integrity: Is honest and ethical.
- ❖ Adapts early to changing business needs, conditions, and work responsibilities.
- ❖ Conveys clear, timely, persuasive messages that positively influence others.
- ❖ Actively contributes to a work environment that embraces diversity and uses diverse perspectives to enhance the attainment of organizational goals.
- ❖ Displays balanced thinking that combines analysis, wisdom, experience, and perspective.
- ❖ Logically integrate various ideas, intentions, and information to form effective goals, objectives, timelines, action plans, and solutions.
- ❖ Builds constructive working relationships characterized by a high level of acceptance, cooperation, and mutual regard.
- ❖ Uses intelligence, common sense, hard work, and tenacity to solve particularly difficult or complicated challenges.
- ❖ Focuses on results and desired outcomes and how best to achieve them.
- ❖ Understands and follows applicable laws, regulations, and other standards to establish and maintain a safe work environment.
- ❖ Highly motivated and results focused.
- ❖ Ability to organize and complete projects in a timely fashion.

EMPLOYEE BENEFITS:

The State of Washington offers a comprehensive benefits package, including health, dental, life and long-term disability insurance; vacation, sick, military and civil leave; 11 paid holidays per year; a state retirement plan; and optional credit unions, savings bonds, and a Deferred Compensation Program.

SPECIAL NOTE:

A criminal history records check to include fingerprinting and credit check is required for all finalists. Background investigations are part of the pre-employment selection process and are not a commitment to employment.

TO BE CONSIDERED FOR THIS POSITION, PLEASE SUBMIT:

- ❖ A cover letter specifying how you meet each of the desirable qualifications and expected competencies listed above (no more than two pages).
- ❖ A current chronological resume.
- ❖ A completed State of Washington employment application.
- ❖ A list of at least five professional references to include current contact information. References will not be contacted without the written consent of the applicant.

You may submit materials by email, fax, or postal service to:

Washington State Investment Board, Attention Human Resources, 2100 Evergreen Park Drive SW, PO Box 40916, Olympia, WA 98504-0916. Please send emails to shager@sib.wa.gov

Applications will be screened to determine who will be interviewed. It will be to the candidate's advantage to submit their packet as soon as possible.